

City of Carson City  
Agenda Report

item # 16

**Date Submitted:** June 23, 2009

**Agenda Date Requested:** July 2, 2009

**Time Requested:** 20 Minutes

**To:** Mayor and Supervisors

**Agenda Location:** Please place this agenda item directly after the "Silver Saddle Ranch and Carson River Charrette Summary, Creating a Community Vision" Presentation

**From:** Parks and Recreation Department  
Carson River Advisory Committee

**Subject Title:** Action to approve the Carson River Advisory Committee's annual work plan and annual goals for calendar years 2009 and 2010. (Vern L. Krahn)

**Staff Summary:** This presentation will outline some of the Committee's past accomplishments and highlight the Committee's thoughts on its future direction to the Board of Supervisors. In addition, this is the first time in recent years the Committee will be communicating directly with the Board of Supervisors on challenges the City faces along the Carson River. The Committee's presentation will identify its future goals and projects which it wants to undertake over the next 1-1/2 years. Finally, in a time of limited budgets and staff resources, approval of the Committee's work plan and goals by the Board of Supervisors will provide Parks and Recreation Department staff with a better comfort level in providing support to the Committee's future direction and activities.

**Type of Action Requested:** (check one)

Resolution

Ordinance

Formal Action/Motion

Other

**Does This Action Require A Business Impact Statement:**  Yes  No

**Recommended Board Action:** I move to approve the Carson River Advisory Committee's annual work plan and annual goals for calendar years 2009 and 2010.

**Explanation for Recommended Board Action:** Based on the City's Internal Auditor's Report dated September 2, 2004, all City advisory boards, commissions, and committees (BCC) are encouraged to provide annual reports to the Board of Supervisors. As stated in the report, "These annual reports would contain yearly accomplishments and upcoming initiatives such that the Board of Supervisors could evaluate how well the BCC accomplished its purpose and whether and to what extent the BCC was of future value." To that end, the Carson River Advisory Committee held a number of meaningful and thoughtful public hearings to develop and complete a report which includes the Committee's work plan and goals for 2009 and 2010.

**Applicable Statute, Code, Policy, Rule or Regulation:**

Internal Audit Report, dated September 2, 2004

Carson River Master Plan

**Fiscal Impact:** Not applicable at this time / There are no dedicated City funding sources for this Committee.

**Explanation of Impact:** Not applicable at this time / The Committee's recommendations are implemented by a coordinated effort through the Parks and Recreation Department's capital improvement

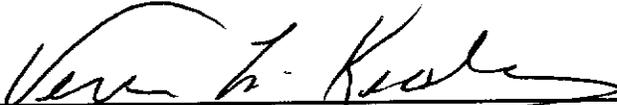
projects, the Open Space Program, and the use of exactions during the development process.

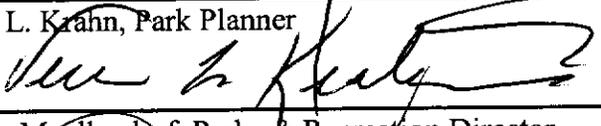
**Funding Source:** Not applicable at this time

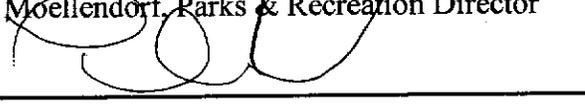
- Alternatives:**
- 1) Reject the Committee's annual work plan and annual goals
  - 2) Request modifications to the Committee's annual work plan and annual goals

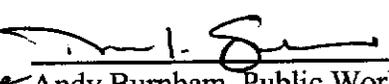
**Supporting Material:**

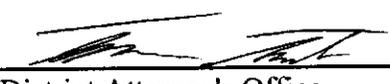
- ✓ 1) Exhibit A - Committee Work Plan and Tentative Calendar, dated March, 2009
- ✓ 2) Exhibit B - Letter to Board of Supervisors, dated January 29, 2009, including workshop notes
- ✓ 3) Exhibit C - Internal Audit Report / Title: Audit of Boards, Committees and Commissions
- ✓ 4) Exhibit D - Carson River Master Plan / Committee's Mission Statement and Goals, adopted 1996
- ✓ 5) Exhibit E - August 6, 2008, Staff Report and Committee meeting minutes
- ✓ 6) Exhibit F - October 1, 2008, Staff Report and Committee meeting minutes
- ✓ 7) Exhibit G - January 26, 2009, Staff Report and Committee meeting minutes
- ✓ 8) Exhibit H - March 23, 2009, Staff Report and Committee meeting minutes

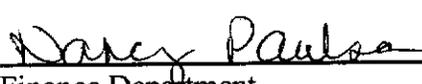
**Prepared By:**  **Date:** 6/23/09  
 Vern L. Krahn, Park Planner

**Reviewed By:**  FOR ROGER **Date:** 6/23/09  
 Roger Moellendorf, Parks & Recreation Director

 **Date:** 6/24/09  
 Larry Werner, City Manager

 **Date:** 6/23/09  
 Andy Burnham, Public Works Director

 **Date:** 6/23/09  
 District Attorney's Office

 **Date:** 6/23/09  
 Finance Department

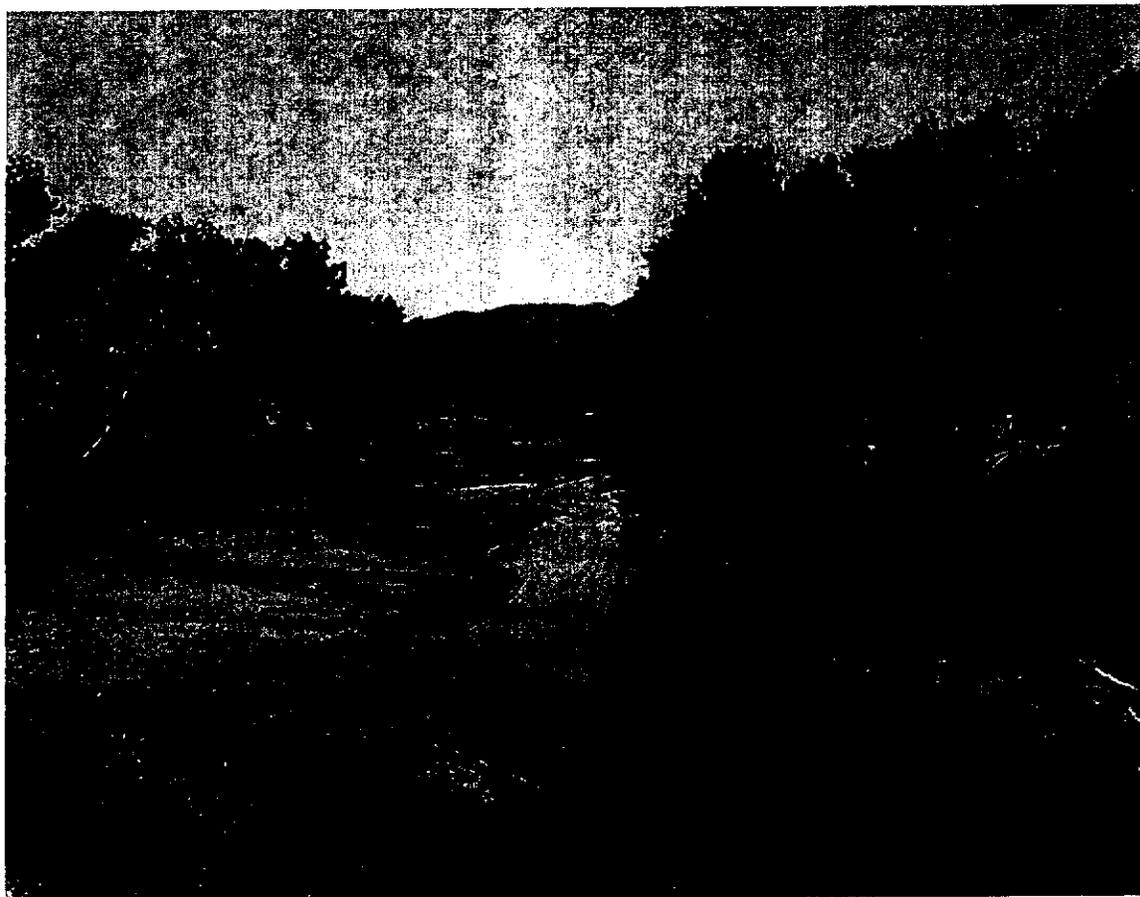
**Board Action Taken:**

Motion: \_\_\_\_\_ 1: \_\_\_\_\_ Aye/Nay  
 \_\_\_\_\_ 2: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
(Vote Recorded By)

**Carson River Advisory Committee  
Workplan 2009-2010**

**March 2009**



*ATV Tracks in Carson River near Silver Saddle Ranch, September 2005*

## *Carson River Advisory Committee Workplan 2009-2010*

### *Introduction*

As requested by the Board of Supervisors, the Carson River Advisory Committee (CRAC's) has developed this Workplan describing CRAC's planned activities for the period 2009-2010. Prior to the development of this Plan, CRAC and City Parks and Recreation Staff thought it valuable to take part in a workplan development and goal-setting workshop to guide the process. On January 10, 2009, Steve Lewis (UNR Cooperative Extension Service) facilitated the needed workshop with participation by CRAC members and City staff. The main activities included:

- a review of past CRAC accomplishments
- a discussion of CRAC's mission statement and goals, and recommended revisions
- discussion of key current and future issues pertinent to the Carson River and its watershed
- strategizing on activities that are supportive of the goals, and address key issues, and develop an associated timeline for 2009-2010

During the strategizing workshop, the Committee and City staff had the opportunity to review CRAC's mission and goals presented in 1996 Carson River Master Plan. Much has changed since that time with BLM's acquisition of Silver Saddle Ranch and the pending transfer of ownership to Carson City, additional property acquisitions and pending acquisitions along the river corridor, and recent adoption of Carson City's Comprehensive Master Plan (Land Use Map, Parks and Recreation Master Plan), Unified Pathways Master Plan and Aquatic Trail Plan. After considerable discussion, CRAC members felt that revisions to the Committee's mission and goals were needed as we move forward under these changed conditions. Following is the current mission statement of CRAC with suggested changes:

The Carson River Advisory Committee will provide the Carson City Board of Supervisors with informed recommendations on matters concerning the Carson River and its watershed, the Carson City Master Plan ~~update~~ as it pertains to the Carson River region, and will participate in the plan's implementation.

CRAC recommends that the mission statement be expanded to allow for the Committee to provide input on matters not just concerning the Carson River but also its watershed. The river and its watershed are not separate systems, but parts of the same system. The Committee believe that what happens in the watershed can have impacts on the river, its water quality and overall health. However, potential CRAC involvement with watershed activities likely needs to be constrained to only those activities which have a clear connection to the river, otherwise the possibilities would become too numerous for CRAC consideration.

In addition, CRAC recommends that the word "update" be struck from the mission statement. It may be a matter of semantics, but the Committee felt that it is more clear to refer to the Carson City Master Plan without the use of the modifier "update".

A lengthy exercise which involved identification of issues was extremely informative as CRAC developed a new set of goals for the coming years. The 1996 Carson River Master Plan has 12 goals. CRAC desires to modify these to a new set of 6 goals to guide us in future activities. Following is a summary of these 6 goals and tentative actions to address these goals. It is believed that these goals are consistent with the recently completed *Charrette Summary – Creating a Community Vision: Silver Saddle Ranch and the Carson River* and that the associated CRAC actions will assist in the implementation of some Charrette recommendations.

**Goal #1 – Promote and assist with the development of a natural resource plan for public and private lands along the river**

**Background:** This goal represents an expansion of an existing goal in the 1996 Plan. The Carson River and the adjoining lands within Carson City represent an incredible natural resource for aquatic life and wildlife, and for the enjoyment of the region's citizens and visitors. While the 1996 River Master Plan encourages the owners of land within the riparian zone "...to leave the habitat in its natural state and to restore damaged habitat...", insufficient detail is provided to meet this objective. The City needs guidance on ways to manage its resources to provide for the protection of the natural environment yet provide recreational values for the public. Past efforts to address these issues have led to little success due to the lack of funding.

**Action:** With the approval of the BOS and other appropriate committees/boards (Open Space, Parks and Recreations, etc.), CRAC desires to apply to Nevada Lands for Q1 funds that have been designated for Habitat Conservation Plan (HCP) development. According to the Q1 Program, an HCP is 1) a plan to protect or enhance a wildlife habitat for an endangered species or other species that needs special protection, or 2) a plan to protect or enhance essential habitat for biodiversity. The proposed HCP for the Carson River corridor would fall under the second category. It must be noted that the Charrette Summary recommends the development of a Habitat Conservation Plan for the Carson River area within Carson City.

While the HCP may not be able to address all of the issues associated with the proper management and conservation of this great natural resource for the City, it could make a significant advance in this area. The Q1 funds for an HCP are particularly attractive since a match of only 5% is required, which can typically be met through staff and volunteer time.

**Goal #2 – Provide leadership through informed recommendations on managing public access and uses for river recreational purposes**

**Background:** This goal represents a combination of existing goals and an expansion of existing goals. During the January 2009 workshop, CRAC members identified a number of items related to the public uses of the river corridor lands and their negative impacts upon the resource, such as inappropriate use of ATVs within the stream channel, unlimited access to fragile streambank areas, etc. The CRAC members saw a need to further discuss and provide a set of recommendations for management.

**Action:** As historically done, CRAC intends to continue to provide recommendations to the City on proposed actions (acquisitions, park developments) within the corridor and watershed as deemed appropriate. Additionally, CRAC desires to further identify and discuss issues related to the management of the river corridor lands and provide recommendations for addressing these issues. Future CRAC meetings should involve further discussion of these issues and possible recommendations. CRAC may assist in implementation of the some of these recommendations through its annual Carson River Workday or other activities.

**Goal #3 – Comment on city, state or federal ordinances, laws, and regulations pertaining to the river’s watershed, water quality, storm water, wildlife, and flood plain issues**

**Background:** This goal represents a modification of an existing goal.

**Action:** To meet this goal, CRAC members will comment on pertinent ordinances, laws and regulations. CRAC members will assist City Staff in staying “tuned in” to relevant activities.

**Goal #4 – Participate in and promote on-going environmental education efforts and events**

**Background:** This goal represents a modification of an existing goal. CRAC believes that education is an important component for any strategy addressing the issues associated with the health of the Carson River and its riparian corridor.

**Action:** Assign CRAC members to liaison with existing environmental groups such as Carson River Coalition’s education work group, Friends of Silver Saddle Ranch, and Clear Creek Watershed Council.

**Goal #5 – Promote ourselves as the Carson River Advisory Committee**

**Background:** This is an existing goal that is to be retained. For several years, CRAC has sponsored an annual work day dedicated to improving conditions along the Carson River corridor, through willow, bush and tree plantings, trail maintenance, and other vegetation management efforts.

**Action:** CRAC will continue to hold an annual Carson River Workday as needed to assist in addressing issues within the river corridor.

**Goal #6 – Establish and improve working relationships with all other river agencies and groups**

**Background:** This goal represents a modification of an existing goal. CRAC sees the need for improved interfacing with other City groups such as Open Space, Parks and Recreations, Wildlife – especially if we move forward on a habitat conservation plan (see Goal #1). Such efforts will also be useful as the CRAC works towards addressing some of the issues related to public access, etc. (see Goal #2).

**Action:** CRAC Chairman will meet with these other groups and discuss ways to better integrate our efforts.

Summary of Tentative Activities during 2009-2010

Month	Tentative Activity
<b>2009 Activities</b>	
January/February	<ul style="list-style-type: none"> <li>• Workplan Workshop</li> </ul>
March/April	<ul style="list-style-type: none"> <li>• Take action on Silver Saddle Design Charette Report – recommendations to Planning Commission and BOS</li> <li>• Take action on 2009-2010 Workplan</li> <li>• Present 2009-2010 Workplan to BOS for approval</li> </ul>
May/June	<ul style="list-style-type: none"> <li>• Discuss BOS comments on Workplan</li> <li>• Discuss possible followup actions pertaining to the Silver Saddle Design Charette Report</li> <li>• If approved by BOS, begin soliciting input from from Parks and Recreation Commission, Advisory Board to Manage Wildlife, Open Space Advisory Committee, etc. on developing Natural Resource Plan or HCP.</li> <li>• Begin planning Carson River Workday</li> <li>• Begin working on Habitat Conservation Plan Q1 application</li> </ul>
July/August	<ul style="list-style-type: none"> <li>• Submit Q1 application for Habitat Conservation Plan</li> <li>• Provide comments on Carson City's Reuse Management Plan</li> <li>• Discuss development of a conceptual management strategy and plan for land and river access, agricultural irrigation practices, river bank stabilization, open space preservation on city/public owned properties along the river, etc.</li> </ul>
September/October	<ul style="list-style-type: none"> <li>• Annual Carson River Workday</li> </ul>
November/December	<ul style="list-style-type: none"> <li>• Continued discussion of public access issues &amp; recommendations??</li> </ul>
<b>2010 Activities</b>	
January/February	<ul style="list-style-type: none"> <li>• If Q1 funds granted, assist City in developing RFP and begin procurement process for consultant services</li> </ul>
March/April	
May/June	<ul style="list-style-type: none"> <li>• Participate in HCP Public Scoping Process with City and selected consultant</li> </ul>
July/August	
September/October	<ul style="list-style-type: none"> <li>• Annual Carson River Workday</li> <li>• Review and comment on interim products for HCP as needed</li> </ul>
November/December	



## CARSON CITY, NEVADA

CONSOLIDATED MUNICIPALITY AND STATE CAPITAL

### MEMORANDUM

To: Mayor Bob Crowell  
Supervisor Shelly Aldean  
Supervisor Pete Livermore  
Supervisor Molly Walt  
Supervisor Robin Williamson  
City Manager Larry Werner

From: Roger Moellendorf, Parks and Recreation Director *RM*  
Vern L. Krahn, Park Planner *VK*

Date: January 29, 2009

Subject: Carson River Advisory Committee Workshop Notes

On Saturday, January 10, 2009, the Carson River Advisory Committee, along with Parks and Recreation Department staff, held a workshop to develop an annual work plan and goals for 2009/2010. In addition, at the Carson River Advisory Committee meeting on Monday, January 26, 2009, the committee reviewed the attached workshop notes and found them to be complete and reflected the workshop's content (Refer to Exhibit A). Also, as a part of this agenda item, Parks and Recreation Department staff suggested the Committee wait to use these notes to finalize their annual work plan and goals until after the Board of Supervisors meets for its upcoming strategic planning meeting on March 6 and 7. With that in mind, the Committee decided to wait until after the Board's planning meeting to see if the Board would give the Committee any specific direction.

However, the Committee did request for staff to forward the workshop notes to the Mayor, Supervisors, and City Manager for their review before the Board's planning session. It was believed by sharing these notes the Board of Supervisors would gain a better understanding of the Committee's concerns and allow the Board to provide specific direction to the Committee and the Parks and Recreation Department on the following issues.

- \* **Current and Future River Issues – Item #4**
- \* **Proposed Changes to the Carson River Master Plan's Mission Statement and Committee Goals – Item #5 and #7**

If there are any questions after reviewing the workshop notes, please feel free to contact our office at (775) 887-2363.

**Carson River Advisory Committee  
Planning/Goal-Setting Workshop  
Saturday, January 10, 2009**

**Exhibit A**

Carson City Corporate Yard  
Building #7  
3303 Butti Way  
Carson City, NV 89701

**WORKSHOP NOTES**

**1. Attendees**

Committee Members:

Chairperson Randy Pahl  
Vice Chairperson Paul Pugsley  
Mark McCubbin  
Ernest Rink  
Dan Greytak

Parks and Recreation Department staff:

Roger Moellendorf, Parks and Recreation Director  
Vern L. Krahn, Park Planner

Public:

Tom Farrer

**2. Planning Session Purpose**

- Renew Spirit
- Reset direction
- Prepare annual work plan

**3. A Walk Down Memory Lane**

The Committee and Parks and Recreation Department staff reviewed the below list of accomplishments. A celebration followed (refer to picture).

1994

- \* BOS Resolution of Support of Planning for the Future of the Carson River
- \* BOS Resolution Formally Establishing the Carson River Advisory Committee

1996

- \* BOS Resolution of the Carson City Board of Supervisors  
Approval of MPE-95 /96-1, Adoption of the Carson River Master Plan Sub-element to the Carson City Master Plan
- \* Rocky Connor's Mine / Camping & Trash Issues

1997

- \* BLM's Purchase of the Silver Saddle Ranch
- \* Carson River Pedestrian Bridges Study

1998

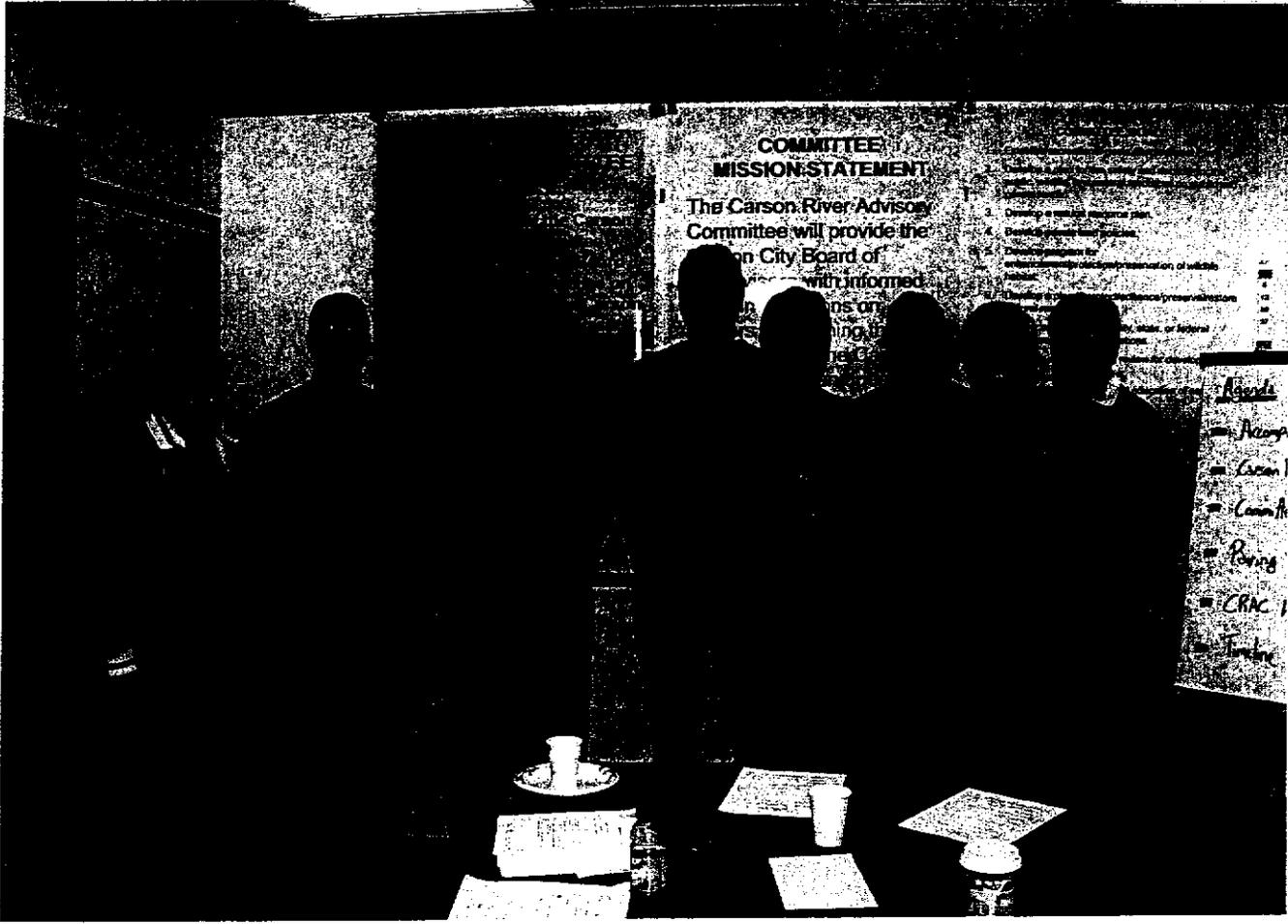
- \* BLM's Silver Saddle Ranch Task Force Begins Planning Effort
- \* Carson River Park Master Plan

1999

- \* Construction Begins on Carson River Park – Phase 1
- \* Open Space Master Plan

2000

- \* Committee Begins Carson River Master – Chapter Three Planning Effort
- \* Carson River Intern – John Warpeha
- \* Grand Opening of Silver Saddle Ranch



**COMMITTEE MISSION STATEMENT**

The Carson River Advisory Committee will provide the Carson City Board of Commissioners with informed

- 1. Develop a long-term vision for the Carson River
- 2. Develop a multi-year strategic plan
- 3. Develop a comprehensive plan
- 4. Develop a program for water quality assessment of wildlife habitat
- 5. Develop a program for riparian habitat assessment
- 6. Develop a program for riparian habitat restoration
- 7. Develop a program for riparian habitat maintenance
- 8. Develop a program for riparian habitat protection
- 9. Develop a program for riparian habitat preservation
- 10. Develop a program for riparian habitat conservation
- 11. Develop a program for riparian habitat management
- 12. Develop a program for riparian habitat stewardship
- 13. Develop a program for riparian habitat care
- 14. Develop a program for riparian habitat protection
- 15. Develop a program for riparian habitat preservation
- 16. Develop a program for riparian habitat conservation
- 17. Develop a program for riparian habitat management
- 18. Develop a program for riparian habitat stewardship
- 19. Develop a program for riparian habitat care
- 20. Develop a program for riparian habitat protection

- Boards
- Advisory
- Carson
- Committee
- Planning
- CRAC
- Future

Table with papers, coffee cup, and water bottle.

2001

- \* Carson City Transportation Plan – Bicycle Element and Bicycle System Plan
- \* Construction of the Morgan Mill Road River Access Area

2002

- \* State Ballot Question – 1
- \* Committee Canoe Trip

2003

- \* State Ballot Question – 1 Priority Project List
- \* Bio-engineering Stream Bank Stabilization Project – Ambrose Natural Area

2004

- \* Introduction of Roger Moellendorf, Parks & Recreation Director
- \* Carson City Begins “Envision” Master Plan Workshops and Planning Effort

2005

- \* Carson City Begins “Aquatic Trail Master Plan” Workshops and Planning Effort
- \* CWCD Begins Regional Flood Management Plan Planning Effort
- \* Carson City’s Flood Damage Prevention Ordinance

2006

- \* Adoption of Carson City’s Comprehensive Master Plan / Land Use Map, Parks and Recreation Master Plan, and Unified Pathways Master Plan
- \* Carson City Begins “Federal Lands Bill” Planning Effort

2007

- \* Adoption of the Carson City’s Aquatic Trail Plan
- \* Grant Efforts w/ P&R Dept. Staff

2008

- \* Silver Saddle Ranch and Carson River Workshop(s) and Design Charrette
- \* Master Plans for Morgan Mill Road River Access Area
- \* Master Plan Update on Carson River Park Master Plan

#### 4. Carson River Issues

Committee members discussed the most important current and future issues pertinent to the Carson River and its associated tributaries in Carson City.

- Maintain minimal in-stream flows
  - Minimal flows for habitat survival, etc.
  - City return discharge into river
- Natural resource management
  - Habitat conservation
  - Beaver impacts
  - Beavers, birds, etc - how do we treat wildlife
  - Noxious weeds
  - Invasive plants (control)
  - Trash management
  - Implementation of Federal Lands Bill
- Maintaining water on river corridor lands
  - Irrigation water for agricultural and park lands near river
  - Water for agricultural uses and wildlife
  - Keep agricultural lands watered
  - Reclaimed water use on City properties
- Providing and managing public access to river
  - People management (ATV)
  - Resource management vs. recreational use
  - ATV’s in river

- Access for public
  - Access to the river from the V&T Railroad
  - Unrestricted vehicle access to riparian areas
  - Pedestrian bridges (non-motorized)
  - Inappropriate uses, i.e. ATV's etc.
  - City staff (maintenance) limitations
  - Removal of hazards and trash in the river
  - Hunting in river
  - Public access to Carson River Canyon
  - Aquatic trail
  - Rafting and boating on the river. Take-out points.
  - Trail/park maintenance
  - People vs. river in the parks - dogs, picnic benches, trails at river edge
- E. Planning and zoning for development
- Intensity of development (houses, etc)
  - Future status of Mexican Dam and Ditch
- F. Maintaining and improving river water quality
- G. Committee Issues
1. Power and authority of committee to delegate money ("cloutlessness")
    - Finances
  2. Charge of committee over Carson River or its watershed (tributaries)
    - Eagle Valley Creek flood capacity issues vs. riparian corridor

#### 5. Get Straight with Committee Purpose

The Committee reviewed the resolution establishing the CRAC (1994), and the Committee's mission and goals outlined in the Carson River Master Plan (1996). Discussion followed on which part of the Plan needs the Committee's attention and how should the goals be modified, if at all.

#### Existing Carson River Master Plan 1996 Committee Mission Statement:

The Carson River Advisory Committee will provide the Carson City Board of Supervisors with informed recommendations on matters concerning the Carson River *\*and its watershed*, the Carson City Master Plan ~~\* update~~ as it pertains to the Carson River region, and will participate in the plan's implementations.

\* Indicates proposed changes to existing committee mission statement

#### Existing Carson River Master Plan 1996 Committee Goals:

1. Establish recreational goals (Recreation Plan)
2. Develop a plan for the safety and security for the public, wildlife, and natural resources on public and private lands
3. Develop a natural resource plan
4. Develop private land policies
5. Develop program for enhancement/protection/preservation of wildlife habitat
6. Develop a plan to protect/enhance/preserve/restore cultural resources
7. Review and recommend city, state, or federal ordinances, laws, or regulations
8. Establish system for plan review for development
9. Develop a program/plan for interpretation/environmental education of natural history/cultural history
10. Promote ourselves as the Carson River Advisory Committee
11. Develop working relationships with all other agencies/groups in relation to the river (public and private)
12. Develop funding sources for implementing the Committee's recommendations

**6. Pairing Carson River Issues with Committee Purpose**

The Committee discussed how the issues relate, or not, to the Committee's purview. This discussion assisted the Committee to understand on which issues to focus.

**7. Crafting Actions Relative to Issues Pertinent to CRAC**

The Committee developed a set of action plans which will take the next year and beyond to accomplish each well articulated goal.

**Carson River Advisory Committee's  
Proposed Changes to the 1996 Carson River Master Plan Committee Goals**

**Goal #1 Promote and assist with the development of a natural resource plan for public and private lands along the river.**

**Action Steps**

- A. Annually prepare a Board of Supervisors presentation
- B. Get Parks and Recreation Department, Shade Tree Council, Advisory Board to Manage Wildlife, Parks and Recreation Commission, Open Space Advisory Committee's comments on natural resource plan
- C. Outline plan contents and recommended funding sources
- D. Encourage the City to prioritize this plan and provide funding
- E. Assist City staff to develop a Request For Proposal (RFP) to determine content for a natural resource plan
- F. Assist with the development of management guidelines for private lands
- G. Assist City staff to develop management guidelines for City (public) lands which include enhancements, protection, and preservation of wildlife habitat, noxious weed control, wildfire fuels management, erosion control, and water quality

**Goal #2 Provide leadership through informed recommendations on managing public access and uses for river recreational purposes**

**Action Steps**

- A. Examine public access and recreational uses issues
- B. Define follow-up actions and decide on best approach
- C. Determine Carson River Advisory Committee's role

**Goal #3 Comment on city, state, or federal ordinances, laws, and regulations pertaining to the river's watershed, water quality, storm water, wildlife, and flood plain issues**

**Action Steps**

- A. Support City staff to stay "tune in" and recognize other planning information and materials to bring before the Carson River Advisory Committee

**Goal #4 Participate in and promote on-going environmental education efforts and events**

**Action Steps**

- A. Assign Carson River Advisory Committee members to liaison with the Carson River Coalition's education work group, school teachers, Snapshot Day, WET, river wrangler work days, Friends of Silver Saddle Ranch, and Clear Creek Watershed Council

**Goal #5 Promote ourselves as the Carson River Advisory Committee**

**Action Steps**

- A. Plan work and education days
- B. Make public presentations to service clubs, including interviews with the news media after meeting content has met CRAC approval
- C. Attend Board of Supervisors meetings to support City staff and Committee reports

**Goal #6 Establish and improve working relationships with all other river agencies and groups**

**Action Steps**

- A. Identify pertinent river groups, organizations, and agencies
- B. Make contact with pertinent river groups and request information sharing
- C. Assign Committee members to liaison with river agencies and groups (hand in hand with city staff)
- D. As issues arise, take action to interact with respective river agencies and groups

\* The above new Committee goals would replace all the existing 11 Committee goals in the 1996 Carson River Master Plan.

**8. Timeline Creation**

The Committee will work on tasks/accomplishments/dates they will pursue within the coming year in preparation for their annual work plan at the next meeting.

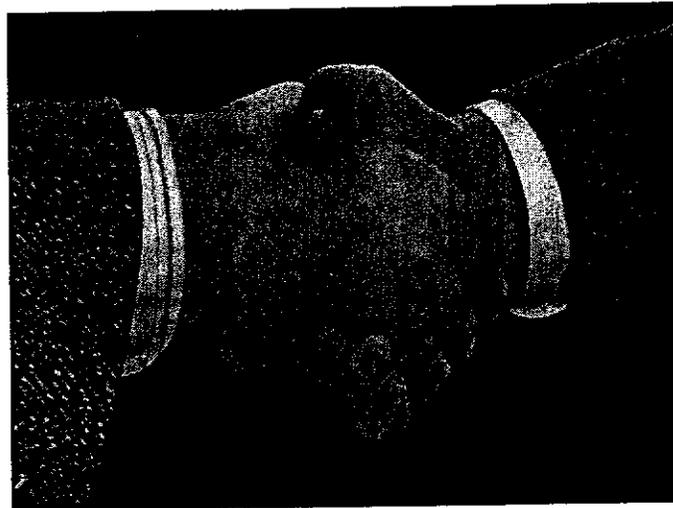
Timeline Matrix

2009	2010
1 January - Review workshop accomplishments	7
2 March - Approval of goals & annual work plan	8
3 June	9
4 July	10
5 Sept	11
6 Nov	12

CARSON CITY CONSOLIDATED CITY-COUNTY GOVERNMENT

**INTERNAL AUDIT REPORT**  
**TITLE: AUDIT OF BOARDS, COMMITTEES AND COMMISSIONS**  
**NO: CALENDER YEAR 2004-2**  
**SEPTEMBER 2, 2004**

*INSIGHT - ANALYSIS - APPRAISALS - OBSERVATIONS*



**CARSON CITY INTERNAL AUDIT DEPARTMENT**  
**I. STEVE WOLKOMIR - CPA**  
**CITY INTERNAL AUDITOR**

ADDING VALUE BY  
DOING THE RIGHT THINGS RIGHT  
201 N. CARSON ST. SUITE #2  
CARSON CITY, NEVADA 89701  
VOICE: 775-887-2101 X 1210  
[www.carson-city.nv.us/ia](http://www.carson-city.nv.us/ia)

2. Provide (i.e., whoever assumes the responsibility for the City) the Clerk Recorder's Office with an updated roster of all BCCs on a periodic basis, so that the Clerk Recorder can consistently check its Oath AS400 data base for accuracy and completeness.

3. Design a policy and procedure for members to be administered their statutory Oath of Office. If sending newly appointed members to the Clerk Recorder's Office is the method of choice, there should be no undue delay from the time of appointment until the time the Oath is administered.

**I. BCC Communications Outside of Normal Recognized Protocol.**

IA noted an instance whereby the Carson City Open Space Advisory Committee communicated directly with an outside Agency, in this case to the Southern Nevada Public Land Management Act's Executive Committee. The scope of the communication appeared to be of a policy nature and referred to Carson City's affiliation with Washoe County and Douglas County, who have formed a tri-county alliance for a stated purpose. In general, and based upon generally accepted protocol, common sense and good business practice, advisory committees should not be allowed to communicate directly to outside agencies. Potential impacts of such communications include the scope of the communication not being in concert with the BOS' intent and direction, among others. Other than having no written policy to prohibit such communications, IA sees no other obvious causes to this condition.

**RECOMMENDATION:**

1. Develop a policy that defines proper communications between BCC's and the BOS and, strictly prohibits communications outside of this established protocol. Ensure that all BCC Chairpersons, Members and Staff Coordinators are properly instructed in this policy.



**J. BCC Annual Reports.**

In the ideal world, BCC's are launched in a direction that is in concert with BOS strategic thinking, to include formal charters and work plans being reviewed and approved and annual reports being published. These annual reports would contain yearly accomplishments, and upcoming initiatives such that the BOS could evaluate how well the BCC accomplished its purpose and whether and to what extent the BCC was of future value. IA observed that, only on

rare occasions, were BCC's required to publish an annual report. One such instance was noted with the Open Space Advisory Committee, whereby CCMC required such a report to be published. IA also noted that reports on accomplishments were being prepared for various reasons (e.g. the Parks and Recreation Department produces an annual overview report for the BOS and the community), but generally not for the primary reason as noted herein.

#### **RECOMMENDATION:**



1. Consider requiring all BCC's to publish annual reports that would be presented to the BOS annually. In this way, the BOS would be able to review the mandate and on-going need for the BCC.

#### **K. CC Handbook Quality Assurance.**

Whether and to what extent the City Manager's office continues to maintain the CC Handbook, the CC Handbook appears to be a ready reference for BCC's within the City and should be maintained in an accurate, complete and timely manner. To improve the overall quality assurance (QA) of this document, IA makes the following recommendations:

#### **RECOMMENDATIONS:**

1. Assign one point of contact/action officer in the City to maintain the data base of all BCC's. It appeared to IA that it is currently being done in the City Manager's Office, whereas prior, it was being done in Human Resources.
2. Consider all of the following items of a QA nature when revamping the CC Handbook:
  - Develop criteria to determine which BCC's should be tracked, and in what level of detail they should be tracked; e.g. the Debt Management Committee was not listed in the CC Handbook; either in the detail or in summary, etc.
  - Develop and apply a consistent methodology to obtain up-to-date new information. For example, IA was provided with five BCC updates during the field work process, but there appears no mechanism to ensure that all changes are forthcoming.
  - At times, the BCC Chair and/or Vice Chair were not noted on the member roster.
  - The CC Handbook should contain a copy of the applicable NRS or CCMC for ready reference.
  - At times, IA observed that a particular BCC was included in the detail, but was not listed in the summary of all BCC's. An example would be the Board of Equalization.
  - At times, IA observed that the applicable reference to establish the BCC was not noted; e.g. the Carson River Advisory Committee, etc.

and not effective).

**R. Methods by Which BCC's Followed BOS Direction.**

Although BCC's, in general, followed BOS general direction and guidance, often evidence was not available to validate. As would be expected, IA noted a wide variety of types of evidence to support whether and to what extent BCC's followed BOS lead. The best example of clarity in this area was the Open Space Advisory Committee, as noted above in Audit Finding I. L.



Related, another example of a tool being used to track work is the Shade Tree Council's Work Plan, which was designed in a matrix format to show each member's responsibilities as to other BCC liaison and specific assignments. This one-page work plan appears to be an excellent tool and possible model for other BCC's to emulate.

**RECOMMENDATIONS:**

1. Combine this thought with the recommendation in Audit Finding II. Q. above to ensure that BCC's are totally focused to achieve their purpose and mission and are BOS led in the process.



2. Share the Shade Tree Council's Work Plan with other BCC's for a guide to use in devising a Work Plan.

**S. Lines of Communication and Conflict Resolution; Staff Coordinators and BCC Members.**

IA noted at times, that Staff Coordinators felt that they had no mechanism to communicate their concerns directly to the BCC.

**RECOMMENDATION:**

1. Establish a communication mechanism by which staff can discuss their concerns with BCC Chairpersons and Members as to time and deadline requirements, general BCC Meeting Management and Protocol, etc. In this way, problems and challenges can be talked through and resolved in a general consensus. There should be no subject that cannot be discussed and there should be no attribution or retribution as a result of discussions.

**T. Staff and Staff Coordinator Productivity.**

IA noted many long hours worked by Staff and BCC Staff Coordinators to be able to orchestrate meaningful public meetings on substantive issues. In many cases, these BCC's meet after working hours with staff being asked to wait until their item has been discussed. During IA's

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The Carson River Advisory Committee will provide the Carson City Board of Supervisors with informed recommendations on matters concerning the Carson River, the Carson City Master Plan update as it pertains to the Carson River region, and will participate in the plan's implementation.

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## Committee Goals

1. Establish recreational goals (Recreational Plan)
2. Develop a plan for the safety and security for the public, wildlife, and natural resources on public and private lands
3. Develop a natural resource plan
4. Develop private land policies
5. Develop program for enhancement/protection/preservation of wildlife habitat
6. Develop a plan to protect/enhance/preserve/restore cultural resources
7. Review and recommend city, state, or federal ordinances, laws, or regulations
8. Establish system for plan review for development
9. Develop a program/plan for interpretation/environmental education of natural history/cultural history
10. Promote ourselves as the Carson River Advisory Committee
11. Develop working relationships with all other agencies/groups in relation to the river (public or private)
12. Develop funding sources for implementing the Committee's recommendations

**CARSON RIVER ADVISORY COMMITTEE  
STAFF REPORT**

**Exhibit E**

**MEETING DATE:** August 6, 2008

**AGENDA ITEM NUMBER:** 3D

**APPLICANT:** Vern L. Krahn, Park Planner

**REQUEST:** Action to develop a Committee “work plan” for 2009 for presentation to and seek approval by the Board of Supervisors.

**GENERAL DISCUSSION:** Over the past few years, our department has been working with the Open Space Advisory Committee and Shade Tree Council to develop “work plans” or “work programs” for both these advisory boards (Refer to Exhibit A & B). City staff has found it extremely helpful developing these “work plans” to understanding the advisory boards’ present goals and future priorities. In addition, City staff believes by developing a “work plan” which the Board of Supervisors approves provides staff with a greater comfort level in supporting the advisory board’s future directions and activities with our department’s limited personnel and financial resources.

The Committee’s “work plan” has no required City format. It can be very simple or it can be very complex. *Remember*, this is the Committee’s “work plan” not a work plan for City staff. Also, during the Committee’s “work plan” presentation to the Board of Supervisors, it may provide an opportunity for the Committee to present an annual report to the Supervisors on the Committee’s activities from the past few years.

Our department has been appreciative of the support given by the Carson River Advisory Committee during the past few years on city-wide master planning issues (i.e.; Comprehensive Master Plan, Unified Pathways Master Plan, Parks and Recreation Master Plan, Carson River Aquatic Trail, Federal Lands Bill and Silver Saddle Ranch / Carson River Workshops) and on capital improvement projects (i.e.: Morgan Mill Road River Access Area and Carson River Park – Phase 2). However, staff feels it is time for the Committee to look ahead into 2009 and/or 2010 to identify and develop a viable “work plan” which the Committee and City staff can work on together to enhance the Carson River.

**RECOMMENDED ACTION:** I move to develop a Committee “work plan” for 2009 for presentation to and seek approval by the Board of Supervisors.

The Committee may wish to consider in its motion to request the Chairman and Vice-Chairman to begin preliminary discussions with Parks and Recreation Department staff on developing the “work plan” or the Committee may wish to have a separate workshop to address developing the “work plan” with City staff.

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### **3-D. ACTION TO DEVELOP A COMMITTEE WORK PLAN FOR 2009 FOR PRESENTATION TO AND APPROVAL BY THE BOARD OF SUPERVISORS (6:06:45) -**

Chairperson Pahl introduced this item. Mr. Krahn reviewed the staff report and the pertinent agenda materials. He requested input of the committee members with regard to direction for developing a work plan. Chairperson Pahl expressed support for developing a work plan and becoming more proactive in determining general committee goals. He expressed a willingness to begin drafting a work plan. Discussion took place regarding previous goal-setting workshops, and the process by which to prepare the draft work plan. Mr. Moellendorf expressed support for a workshop format. In response to a question, he suggested that the committee members consider issues rather than projects or plans. Member Greytak agreed with the importance of identifying issues, and suggested inviting appropriate "other parties. ... If it's ATVs, we can talk to the Sheriff and talk to the BLM ..." He suggested that addressing pressing issues, together with conducting regular committee business, providing a forum for public input, and coordinating an annual work day would be productive goals. Mr. Krahn suggested considering the committee's interface with other River agencies, organizations, and property owners. Additional discussion took place regarding possible issues to consider.

In response to a question, Mr. Krahn suggested directing the chair, vice chair, and staff to secure a workshop facilitator. Consensus of the committee and staff was to schedule the workshop for a Saturday morning. Chairperson Pahl offered to work with staff to identify a facilitator and a workshop meeting date. In consideration of the committee's upcoming meeting and work day schedules, Mr. Moellendorf suggested postponing the workshop until January 2009. Discussion followed, and Mr. Krahn suggested the work plan could be developed to cover 2009 and 2010.

Following additional discussion, Chairperson Pahl entertained a motion. **Member Greytak moved to develop a committee work plan for 2009 for presentation to and approval by the Board of Supervisors. Member McCubbin seconded the motion. Motion carried 5-0.** Chairperson Pahl requested the committee members to consider issues to present at the workshop. Member Greytak invited the public to submit issues for consideration.

### **4. NON-ACTION ITEMS:**

**STATUS REPORTS AND ANNOUNCEMENTS FROM STAFF (6:36:06) -** Mr. Krahn reviewed "FYI" items included in the agenda materials and distributed prior to the start of the meeting.

**MEMBERS' ANNOUNCEMENTS AND REQUESTS FOR INFORMATION (6:39:33) -** In response to a question, Mr. Krahn explained the Carson Area Metropolitan Planning Organization's decision to not include the possible Heybourne route in the comprehensive plan at this time. Chairperson Pahl advised of having received the list of Round 8 Question #1 applications. In response to a question, Mr. Krahn discussed the application to acquire 405 acres of Serpa property near Deer Run Road. In response to a further question, he discussed the application pertinent to the Fulstone Wetlands trail. In response to a further question, he advised that development of the Aquatic Trail plan has facilitated discussions with Lyon County representatives regarding issues along the River.

**5. FUTURE AGENDA ITEMS (6:48:23) -** Chairperson Pahl referred to the table of future agenda items included in the agenda materials.

CARSON RIVER ADVISORY COMMITTEE  
STAFF REPORT

Exhibit F

**MEETING DATE:** October 1, 2008

**AGENDA ITEM NUMBER:** 3C

**APPLICANT:** Vern L. Krahn, Park Planner

**REQUEST:** Update and discussion only regarding the progress to schedule a workshop on Saturday, January 10, 2009, to develop a Committee "work plan" for 2009/2010.

**GENERAL DISCUSSION:**

At the regular scheduled meeting of the Carson River Advisory Committee on August 6, 2008, City staff discussed with the Committee the possibility of developing a "work plan" or "work program" for this advisory board. Over the years, City staff has found it extremely helpful developing a "work plan" with other advisory boards to identify their present goals and future priorities. Developing a Committee "work plan" for Board of Supervisor's approval will provide City staff with a greater comfort level to support the Carson River Advisory Committee's future directions and activities with our department's limited personnel and financial resources.

With this in mind, Chairman Randy Pahl, Committee member Dan Greytak, and City staff met with Steve Lewis from the Douglas County Cooperative Extension Office to discuss his participation in a workshop to develop the Committee's "work plan." Mr. Lewis has extensive experience in assisting small to large size groups to reach consensus and facilitate the development of group goals. During this meeting, Mr. Lewis agreed to facilitate the Committee's workshop on Saturday morning, January 10, 2009. In preparation for this workshop, Mr. Lewis has developed a DRAFT outline for the Committee's review (Refer to Exhibit A). Both City staff and Mr. Lewis are seeking Committee member comments on this DRAFT outline and are requesting the Committee to identify other potential topics or issues which should be included in the workshop's outline.

Remember, the Committee's "work plan" has no required City format and it can be very simple or very complex. Also, the Committee's "work plan" is not necessarily a work plan for City staff. Once the "work plan" is develop and approved by this Committee, it will need to be approved by the Board of Supervisors. At that time, the Committee may also wish to present an annual report to the Supervisors highlighting the Committee's various accomplishments and activities from the past few years.

**RECOMMENDED ACTION:** This agenda item is posted for update and discussion only. No formal action can be taken at this time.

DRAFT

**Carson River Advisory Committee  
Planning Session  
Saturday, January 10  
8:30 am – 1:30 pm**

**DRAFT**

### Planning Session Purpose

- Renew spirit
- Reset direction
- Prepare annual work plan

### A Walk Down Memory Lane

*Vern will have a list of accomplishments (currently stored in his head) for the committee to review and fill in where needed. A celebration of sorts will follow.*

### What are the Carson River Issues?

*Committee members will be asked to come prepared to discuss the various current and future issues related to the Carson River and associated tributaries.*

### Get Straight with Committee Purpose

*Review the resolution establishing the CRAC (1994), and the Committee mission and goals outlined in the Carson River Master Plan (1996). Which part of the Plan needs the Committee's attention and how should the goals be modified, if at all.*

### Pairing Carson River Issues with Committee Purpose

*Discussion of the how the issues relate, or not, to the Committee's purview. This will help the committee understand on which issues to focus.*

### Crafting Actions Relative to Issues Pertinent to CRAC

*Develop a set of actions the Committee will take within the next year and beyond to accomplish each well articulated goal.*

### Timeline Creation

*Agree on which tasks/accomplishments/dates the Committee will pursue within the coming year in preparation of the annual work plan.*

### Do Lunch and Evaluate Our Work

**Location for Meeting:**  
City Corporate Yard  
**Building #7**  
3303 Butti Way  
Carson City, NV 89701

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**3-C. Update and discussion only regarding the progress to schedule a workshop on Saturday, January 10, 2009, to develop a Committee “work plan” for 2009/2010. (6:22:18)** Chair Pahl said they were going to get together to develop a work plan. Several weeks earlier a group had met that included Steve Lewis, who had been a great asset on other occasions, and who was going to help facilitate that gathering. In the packet was an agenda that Mr. Lewis had prepared, but it could be revised if there were any suggestions. The date had been set for January 10, 2009, in the morning, followed by lunch. Mr. Pahl liked the idea of spending some time on the historical aspects—how the mission had been described in the master plan, and also on documents such as the resolution by the Board of Supervisors that created the Committee. Those were some of the things Steve Lewis wanted to discuss; a “trip down memory lane and revisit some of our successes so we can feel good about ourselves.”

Mr. Krahn thought the Committee had a lot to be proud of; there were many plans that had come from the Committee, “it was a policy committee at some points, a hands-on committee at others.” He noted that over its history the Committee had accomplished and helped City staff, the Parks and Recreation Commission, the Open Space Committee, and the Board of Supervisors do good things on the river. He added, “It’s always good to start off a Saturday morning with a cup of coffee, a roll, and a pat on the back for everybody.”

Chair Pahl said he would take whatever resulted from that workshop and put together a work plan, after which he would ask for comments. The next step would be to present it to the Board of Supervisors. Mr. Krahn said it would be a good opportunity to communicate with them directly, in the space of about fifteen minutes, perhaps with a PowerPoint presentation. If they asked questions and it went beyond the fifteen minutes that would be all right. Member Greytak asked about inviting the participation of one of the commissioners in the workshop—possibly Pete Livermore or Robin Williamson. Mr. Krahn said that Robin was technically the liaison and he would extend that invitation to her if the Committee so desired. They all agreed. Member Pugsley added that he was friends with two of the original committee members and he might be able to have them join in that meeting as well. The committee had much to be proud of. A general discussion ensued about how the committee today was different from it was originally because of the circumstances under which it was formed. The goal then was to put together a 50-foot wide river ownership for the City down the stretch of the river. That committee struggled with property values and issues, and so on, and much better solutions had been found to most of those issues. Chair Pahl agreed those original members were welcome as well as any member of the public, and if they had any special river issues to discuss let the Committee know. Chair Paul asked the Committee to be thinking about any specific items for that workshop.

**3-D. Action to change the Carson River Advisory Committee’s bylaw to remove from Section 11A, Regular Meetings, the wording “. . . The meeting shall occur in January, March, May, July, September, and November of every year . . .” (6:30:45)** Roger Moellendorf noted that at the last meeting (August 6, 2008) the Committee had passed a motion to support staff’s recommendation to bring forward at this meeting a change to the bylaw. The recommended change applied

CARSON RIVER ADVISORY COMMITTEE  
STAFF REPORT

Exhibit G

**MEETING DATE:** January 26, 2009

**AGENDA ITEM NUMBER:** 3B

**APPLICANT:** Vern L. Krahn, Park Planner

**REQUEST:** Discussion and update only regarding the Carson River Advisory Committee's development of an annual work plan and goal-setting workshop which was held on Saturday, January 10, 2009.

**GENERAL DISCUSSION:**

On Saturday, January 10, 2009, the Carson River Advisory Committee and Parks and Recreation Department staff held a workshop to develop an annual work plan and goals for the Committee. This workshop was facilitated by Steve Lewis with Douglas County Cooperative Extension and was held at Carson City's Corporate Yard in Building #7's large conference room. Parks and Recreation Department staff has consolidated the notes from this workshop into the attached documents for the Committee's review at this meeting (Refer to Exhibit A).

After reviewing the workshop notes, please provide City staff with any necessary corrections and/or revisions at the meeting. It is anticipated these workshop notes will be refined over the next few months into an "official" work plan with associated Committee goals. This annual work plan will then be properly agendized for a presentation to the Board of Supervisors at a future date.

In developing the Committee's work plan and goals, the Committee needs to be aware the Board of Supervisors will be holding a strategic planning session in February, 2009. The meeting's purpose is to develop goals and set direction for the coming fiscal year. Ideally, these goals and directions will be passed down to City departments, including appropriate City boards, committees, and commissions. At that time, all City departments and the boards, committees, and commissions will have an opportunity to advise the Board on the implementation of its goals. Since the Board of Supervisors strategic planning session is in February, City staff is recommending no formal action be taken on the Committee's goals until after the Board of Supervisors completes its work.

**RECOMMENDED ACTION:** Since this agenda item is for discussion and update only, no formal action can be taken at this time.

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**3-B. DISCUSSION AND UPDATE ONLY REGARDING THE CARSON RIVER ADVISORY COMMITTEE'S DEVELOPMENT ON AN ANNUAL WORK PLAN AND GOAL-SETTING WORKSHOP WHICH WAS HELD ON SATURDAY, JANUARY 10, 2009**

(6:16:32) - Chairperson Pahl introduced the item and Mr. Krahn reviewed the staff report which was incorporated into the record. He gave a synopsis of the workshop. Staff was very excited about it and had the opportunity to spend time going over some issues. The notes taken at the workshop were a baseline of ideas and thoughts to develop more specific plans. He was open to suggestions on how to handle the notes and proceed with this item.

(6:20:35) Chairperson Pahl praised Mr. Krahn on a great job of capturing everything as there was a lot of information. He also commented that Steve Lewis did a great job of keeping them on task. Some details were laid out on the natural resource plan, but there wasn't an opportunity to talk more about identifying some of the access issues and follow-up activities that will need to be done.

(6:21:36) Mr. Krahn commented that this is first time this committee has gone before the Board of Supervisors. There is no staff liaison and they do their best to communicate down the line what the Board wants and vice versa. When things go up to the Board, they try to communicate what the intent is from the committee, but it's nothing like being in the same room as the Board of Supervisors and getting their thoughts and concerns directly to this committee. It will be a real opportunity for this committee to introduce itself to the Board of Supervisors.

(6:23:23) In response to a question, Mr. Krahn replied that he is not aware of the discussions regarding the outcome of the Board of Supervisors' strategic planning session and hopes they won't be eliminating any committees. He also noted that there may be nothing that comes out of that session which affects the Carson River Advisory Committee.

(6:24:08) Vice Chairperson Pugsley inquired as to whether it was appropriate to provide the set of goals to the Board of Supervisors. Mr. Krahn replied that he will prepare a memo and short history of what the committee's thoughts are and send it to the Board. Vice Chairperson Pugsley commented that the Board should be aware of the committee's goals and if they decided to disband the committee, he'd want them to make that decision before going to the effort of fulfilling their goals. Mr. Krahn replied that no one was talking about disbanding the committee. Vice Chairperson Pugsley suggested that they could be abbreviated down to just the goals themselves or expand it to whatever set of notes is appropriate. Mr. Krahn commented that he could edit it into a document that the Board of Supervisors could review reasonably quickly. Chairperson Pahl added that having the issues would be good and not just limit it to the goals.

(6:27:22) In response to a question, Mr. Krahn replied that he would be happy to spend time with Chairperson Pahl to create a work plan so key issues and the direction the committee wants to go can be identified. It needs to be very clear so the Board of Supervisors understands precisely what the objectives are. Based on some of the goals, changing components of the Carson River Master Plan also needs to be made very clear to the Board of Supervisors. There would be an emphasis shift from what currently is in

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the Carson River Master Plan. Considering that the Plan was adopted in 1996, some of the goals have changed and need to be modified to deal with current issues that now exist on the river. A good thing to report to the Board of Supervisors would be the accomplishment of certain things and the completion of some goals.

**3-C. REVIEW AND DISCUSSION ONLY REGARDING THE SUCCESS OF CARSON RIVER FEST 2008 (AKA: CARSON RIVER WORK AND EDUCATION DAY) WHICH WAS HELD ON SATURDAY, OCTOBER 25, 2008** (6:31:07) - Chairperson Pahl introduced the item and Member Greytak reviewed the events of the work day. As the organizer, he thought it went very well. The weather was better than expected and people showed up early and eager. It wasn't difficult to obtain the three permits needed and they didn't have to pay out any money. He thanked the Parks and Recreation Department for the work trailer. They broke out into groups of 45 workers, 40 of whom had never been to Silver Saddle or on the river. He applauded Rusty Duncan at Greater Nevada Credit Union for their sponsorship and who also brought everyone out to work. He expressed his appreciation to them for their efforts and would like to see them back next time. The friends of Silver Saddle and Nancy Santos cleaned bird boxes. He thanked the Western Nevada Resource Conservation Development and the Conservation District in Carson Valley for their support in providing materials and personnel, tools, equipment and advice. He thanked the BLM for allowing them to invade their space. The facilities were good and everything worked really well. Five hundred feet of chicken wire was used. Forty gallons of paint mixed with sand was used for trees. Fifty trees and shrubs were planted along the river bank. A crew of three guys did trail work from the red house to the top of the hill. Everyone seemed to enjoy themselves and he again expressed his appreciation for the work everyone did. Mr. Krahn offered t-shirts for those who weren't able to attend. He also noted that nothing breeds success like success. He was approached for an eagle scout project and a girl scout troop. He made an appeal to the public that if someone is looking for a worthy project, facilitating and helping the committee with planning, organization, and getting donations, it's a great opportunity for a worthy eagle scout project.

**4. NON-ACTION ITEMS REPORTS ONLY**

**4-A. MEXICAN DITCH TRAIL BRIDGE(S) PROJECT** (6:40:18) - Mr. Krahn advised that work is being done along the Mexican Ditch trail near Buzzy's Ranch Road and the Carson River. The concrete abutments are in for the two bridges. The bridges are due to be in February 4-5. One bridge is completely constructed and ready for delivery. The other is still being manufactured and should be delivered in the next couple of weeks. The bridges will be 45+ foot long pedestrian bridges going in over the Mexican Ditch.

**4-B. MORGAN MILL ROAD RIVER ACCESS AREA PROJECT** (6:41:17) - Mr. Krahn advised that plans and designs are completed. The permits are in at all levels. The permits are in to state lands and are working their way through the system. Because of wildlife nesting issues, the target is August 1. Construction cycles are being geared to that particular time frame. It works well with lower water flows in the river and parking lots can be built. The weather is still good in late August, early September to put in the parking lots. Based on engineering estimates, there should be enough money for the first phase of

**CARSON RIVER ADVISORY COMMITTEE  
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**Exhibit H**

**MEETING DATE:** March 23, 2009

**AGENDA ITEM NUMBER:** 3B

**APPLICANT:** Randy Pahl, Chairman  
Vern L. Krahn, Park Planner

**REQUEST:** Action to recommend to the Board of Supervisors approval of the Carson River Advisory Committee's "work plan" for 2009/2010.

**GENERAL DISCUSSION:** On Saturday, January 10, 2009, the Carson River Advisory Committee and Parks and Recreation Department staff held a workshop to develop an annual work plan for 2009-2010 and annual goals for the Committee. This workshop's outcome identified a number of different Committee work goals, including possible amendment of the Carson River Master Plan. In addition, it identified a variety of concerns regarding recreational and environmental issues on private, city, state, and federal lands along the Carson River.

As a follow-up to the workshop, on January 26, 2009, the Committee discussed the workshop, reviewed the workshop notes, and requested City staff to forward these notes to the Board of Supervisors in preparation for the Supervisors strategic planning session on March 6 and 7, 2009 (Refer to Exhibit A). The Committee hoped by being proactive, the Supervisors could provide them with valuable insights and direction related to their vision for the Carson River Advisory Committee. Unfortunately, due to time constraints, the Board of Supervisors were never able to provide City staff with any vision or direction related to the Committee's annual work and/or goals.

Also at the January 26, 2009, Committee meeting, Chairman Randy Pahl volunteered to develop a DRAFT Carson River Advisory Committee Work Plan for the Committee to review at this meeting (Refer to Exhibit B). In order to develop the DRAFT Work Plan, Mr. Pahl used the January 10, 2009, workshop notes, Committee members comments from the January 26, 2009, public meeting, and had several follow-up discussions with Parks and Recreation Department staff to prepare this document. As mentioned before, City staff believes by developing a "work plan" which the Board of Supervisors approves provides staff with a greater comfort level in supporting the advisory board's future directions and activities with our department's limited personnel and financial resources.

If the Committee approves the Work Plan at this meeting, Parks and Recreation Department staff will agendize a presentation on this matter for a future Board of Supervisors meeting.

**RECOMMENDED ACTION:** I move to recommend to the Board of Supervisors approval of the Carson River Advisory Committee's "work plan" for 2009/2010.

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(1-0648) Mr. Jacquet commented that the public process was to inform the development of the Lands Bill. Similarities, findings and the general vision for these lands can be found in the Bill. It was negotiated that Prison Hill, Silver Saddle Ranch and the Ambrose area would have a conservation easement to ensure that the visions and planning would be carried out. The United States is reserving a conservation easement that reflects the Lands Bill that reflects this summary. In essence, if the Board of Supervisors wanted to turn Silver Saddle Ranch into an amusement park, the conservation easement would be an impediment to doing so.

Mr. Krahn commented that it was amazing how the community turned out. To see the vision and be part of the process was outstanding and the management team needed that particular acknowledgment.

(1-0713) Member Pugsley commented on the outstanding job of summarizing the immense amount of planning. He was impressed with the way it was pulled all together and presented effectively in 10 maps. It's a very effective way to present a massive amount of data.

(1-0741) Ms. Santos commented that the grant was obtained through the National Parks Service and this couldn't have been accomplished without their assistance.

Chairperson Pahl commented that the summary was very easy to go through and the presentation is wonderful. In response to a question, it was determined that Stan Zuber from the Advisory Board to Manage Wildlife was involved in the process. In response to another question, Mr. Guzman replied that a resolution was obtained from that Board endorsing the effort.

Chairperson Pahl then entertained a motion. **Vice Chairperson Pugsley moved to accept and recommend to the Planning Commission and Board of Supervisors acceptance of the recommendations as outlined specifically in the "Creating a Community Vision" and the "Moving Towards the Future" presentations presented within the Charrette documents and summary. Member Sheck seconded the motion. Motion carried 4-0.**

**3-B. ACTION TO RECOMMEND TO THE BOARD OF SUPERVISORS APPROVAL OF THE CARSON RIVER ADVISORY COMMITTEE'S "WORK PLAN" FOR 2009/2010** - (1-0794) Chairperson Pahl discussed the possibility of pursuing some Question #1 (Q-1) money for the habitat conservation plan as that was a recommendation in the Charette document. He had spoken with John Paul Kiel who advised that there is \$1.1 million available. He said Round 10 ends in March and there will be another round in September. There is a 95 percent grant, 5 percent match that can come from staff time, volunteers, etc. There is an application expected from State Parks by the Fort Churchill area, and it was suggested that CRAC try to dovetail with that.

In response to a question, Chairperson Pahl replied that the Fort Churchill application is expected in this round. Mr. Moellendorf commented that this would create an opportunity to review it and

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prepare the application for the September Round. He stated that the money can be used to develop a plan to protect or enhance an endangered species wildlife habitat, other species that need special protection, or protect or enhance essential habitat for bio-diversity.

Mr. Guzman noted the need for a certain sum of money that would be matched. Chairperson Pahl commented that Mr. Kiel did not mention money but that aerial imagery was done a few years ago to which Carson City contributed and that is a match itself. Member Kosch commented that calculations for reaches were just done for Carson Valley and the reach for Carson City was a match worth \$20,000-\$25,000.

Mr. Guzman commented that a scope of work would be developed which gets into a bid process. A request for technical expertise can also be used to analyze technical qualifications of different firms. Mr. Jacquet commented on the need for detail and to get in the river and focus on the health of the specific riparian habitat. He observed a slow degradation of the riparian zone in terms of cottonwood expansion and recommended moving ahead with that type of conservation planning. Ms. Santos agreed saying there are ways to go about using the riparian corridor as the emphasis and for diversity. Chairperson Pahl commented on the need for people from Open Space, CRAC, and FSSR to work together to compile a scope of work for an RFP or RFQ as it wasn't appropriate for this Committee to do it alone.

Mr. Krahn advised that before going to an RFP or RFQ, to make sure that money is available which requires a lot of people putting in time responding to requests. He advised that he and Mr. Guzman have made a couple of runs at that money in the past to no avail. He said it would be good to focus on the vision for this habitat conservation plan and work with State Lands to fine tune it to fit within their criteria.

Mr. Guzman commented that something to enhance the obligation is obtaining money from Q-1 to purchase some of the lands which is an extension of something already worthy of funding. Ms. Santos noted the importance of the approach and suggested utilizing the Migratory Bird Act as "the impetus."

In response to a question, Ms. Santos replied that it would be a good idea to get input in determining a scope of work. Mr. Guzman suggested presenting an initial concept to clarify that more specific things need to be accomplished that most likely won't be discovered until well into the process. Another suggested approach was taking the existing documentation and sending it to consulting companies requesting an outline of a habitat conservation plan and formulate that into something for Q-1. Mr. Guzman suggested finding out how many others are applying in order to ascertain the likelihood of obtaining funding. Another idea would be to approach conceptual river supervisors.

Chairperson Pahl commented that Kevin Hill recommended being as specific as possible in terms of what habitats need protection. Mr. Kiel advised that the plan should include management measures which need to be implemented. These should be living documents that state that the plan

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will be revisited every five years.

Mr. Moellendorf suggested the next logical step would be meeting with Mr. Kiel and those knowledgeable in wildlife biology to come up with ideas for projects. Another possibility would be consulting with the Board to Manage Wildlife. Mr. Guzman suggested coming back every other month with a progress report.

Chairperson Pahl was unsure if it was appropriate to have a working group made up of people from Friends, Open Space and this Committee as this is something near and dear to Dan Greytak's heart.

(1-1115) Vice Chairperson Pugsley suggested including the Audubon Society in the work group. He anticipated the focus to be birds. Other wildlife can be drawn in but birds are the best indicator in a corridor as close to the urban area as it is. He and Member Greytak have been concerned about the "loving it to death" concept pertinent to the river corridor. He expressed support for paths, but suggested the importance of investing a significant effort on determining the best locations for the paths. Hoping to gain more from the report than anything else would be a scientific study determining the impact to passerine birds.

Mr. Guzman advised that The Nature Conservancy was an integral part of the Charrette and Federal Lands Bill. He suggested them as "good partners," and advised that they have applied for Q-1 funding for the conservation easement associated with the Bently property. Mr. Jacquet advised that The Nature Conservancy received funding for acquisition and trails and interpretation at river forks. Vice Chairperson Pugsley advised that no Q-1 funding had been awarded for habitat improvement. Chairperson Pahl suggested that the Committee could build off the grant application being submitted by Nevada State Parks. Mr. Guzman suggested the possibility of emphasizing vegetation rather than wildlife, which would be able to support wildlife and birds. Ms. Santos advised that wetlands bring the most diverse wildlife species. Chairperson Pahl suggested focusing on the cottonwood galleries, willow habitat, or wetlands in the agriculture areas. Vice Chairperson Pugsley advised that increasing passerine birds will require more vegetation. Mr. Jacquet advised that the BLM will be considering species such as beaver as part of the habitat. It's an area to refocus on and suggested being as expansive as possible in considering the plant and animal species along the river. He acknowledged the aquatic community has been tremendously degraded over the last century.

Mr. Krahn considered conservation plans to monitor or establish monitoring mechanisms. Adding a monitoring mechanism to follow up on the base line data will provide good information. Chairperson Pahl suggested the key would be to determine what to measure. He reiterated the suggestion to establish a working group. Mr. Moellendorf advised that staff would review the application and consider forming a work group that would cross several advisory committees, staff, and other agency jurisdictions. He suggested that the CRAC would be a natural lead for the work group. Chairperson Pahl suggested scheduling a meeting with Jon Paul Kiel and Kevin Hill. He thanked Ms. Santos, Mr. Jacquet and Mr. Guzman for their attendance and participation.

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(1-1308) Chairperson Pahl expressed an interest in expanding the CRAC's mission statement to include purview over the entire watershed, not just the river. He expressed concern that the entire watershed may be too broad so as to include fire management to street cleaning. He expressed a willingness to address issues as brought forward by staff. Vice Chairperson Pugsley suggested attempting to make a case directly with the Board of Supervisors (BOS).

(1-1416) Mr. Krahn advised that the April 16<sup>th</sup> BOS meeting would be the earliest to agendize a joint meeting. Mr. Kosch expressed support for including the entire watershed in consideration of the possibility of restrictions or guidelines. Chairperson Pahl suggested that expanding the Committee's purview would create involvement with the Public Works Department and Streets Division. Mr. Moellendorf advised that the Open Space Advisory Committee shares the concern over the watershed in terms of the lands to be maintained with the potential passage of the Federal Lands Bill. He suggested the hesitation may be that the watershed is larger than the river as it extends beyond state boundaries as well.

Vice Chairperson Pugsley noted that the BOS had rarely requested advice from CRAC. The CRAC has sought out issues about which to provide advice. He commented that adding the watershed gives more latitude and potentially gives the BOS more latitude to direct the CRAC. In response to a question, Mr. Krahn advised that the BOS requested this Committee's input on the Aquatic Trail Plan and The Envision Carson City comprehensive master planning process. The BOS requests CRAC input and has CRAC in place to consider river issues and look at different habitat, wildlife or water quality issues. Mr. Krahn advised that this Committee providing their opinions to the BOS is beneficial "in the sense of giving the Board multiple different views, different information..." Vice Chairperson Pugsley noted the Committee's responsibility to provide a venue for public input.

In response to a comment, Mr. Moellendorf noted that the BOS can accept the Committee's advice or decline it. In response to a further comment, he agreed with Vice Chairperson Pugsley's suggestion to go directly to the BOS with the possibility of expanding the Committee's purview to the watershed. Chairperson Pahl noted necessary revisions to the work plan included in the agenda materials.

Chairperson Pahl suggested adding language and support regarding the Charrette. Vice Chairperson Pugsley suggested that the Charrette didn't need to be incorporated. Chairperson Pahl said that the workshop was done to help inform this plan which can be updated. The plan was done before seeing the Charrette. Mr. Krahn suggested an opportunity for other Committee members to meet with Chairperson Pahl to review the draft work plan. Mr. Moellendorf suggested that the Charrette could be worked into one of the existing goals. He also suggested going into more detail of the Charrette and pulling some items out to make them part of this Committee's goals or add a goal to promote and support the findings of the Charrette. Chairperson Pahl clarified his intent to indicate that the Charrette expressed support for a habitat conservation plan. In response to a question, Mr. Krahn anticipates that the Charrette document will be presented to the BOS at the April 16<sup>th</sup> meeting. Vice Chairperson Pugsley suggested presenting the work plan at the same time. Mr.

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Krahn advised that revisions to the work plan would have to be finalized by April 7<sup>th</sup>. Discussion took place regarding revisions to the work plan. Vice Chairperson Pugsley confirmed that the purpose is to provide additional background and/or action relative to the Charrette document. Chairperson Pahl commented that Goal #2 is tied into Goal #1. A better goal would be a broad spectrum of the activities done as a Committee. Vice Chairperson Pugsley suggested that it's different because in the natural resource plan, use and access are separate important issues that should be maintained separately. To strategize discussion with the BOS, Goal #2 is the role played today and Goal #1 is needed to play it better. Chairperson Pahl commented that the Committee does more than public access issues.

Member Sheck noted a typographical error at Goal #5. Chairperson Pahl reviewed the Summary of Tentative Activities table included with the work plan. In response to a question, Mr. Krahn suggested that staff and the Committee utilize the activities table internally, and that the Board of Supervisors should not be involved in approving a tentative schedule that may or may not be concurred. Chairperson Pahl expressed agreement.

Chairperson Pahl entertained a motion. **Vice Chairperson Pugsley moved for approval of the work plan for presentation to the Board of Supervisors with additional commentary to be added to incorporate the design Charrette and correction of editorial requirements; with the intent to discuss water quality in the hopes of expanding the Committee's mission statement to include the watershed. Member Kosch seconded the motion. Motion carried 4-0.**

**3-C. ACTION TO SET A DATE FOR THE CARSON RIVER WORK AND EDUCATION DAY, AKA: RIVERFEST 2009 (1-1993)** - Chairperson Pahl introduced this item, and Mr. Krahn reviewed the pertinent agenda materials. He commented that last year's Riverfest was a great success and congratulated Dan Greytak for coining the term "Riverfest". Vice Chairperson Pugsley discussed possible dates, and recommended the third Saturday in October. In response to a question, Mr. Krahn reviewed possible community event calendars and discussion took place regarding other scheduled community and river activities. It was the concensus of the Committee to schedule October 17, 2009 as Riverfest 2009.

**3-D. ACTION TO ASSIST THE CARSON CITY PARKS AND RECREATION DEPARTMENT AND CARSON CITY CHAMBER OF COMMERCE TO ORGANIZE A CLEAN UP EVENT FOR A CITY PARK, TRAIL, OR OPEN SPACE PROPERTY ALONG THE CARSON RIVER (1-2193)** - Chairperson Pahl introduced the item and Mr. Krahn reviewed the agenda materials. He advised that 15-20 cubic yards of trash were cleaned up at the first event at Lone Mountain Park. The Carson City freeway multi-use path and possibly the NDOT slopes, Wal-Mart and Home Depot are scheduled for April. He requested assistance from the Committee in the clean up effort on the river. He advised that the clean ups are scheduled for the second Saturday of each month through October. The Committee may consider the Mexican Ditch trail, river, etc. In response to a question, Mr. Krahn replied that part of the success of Riverfest 2008 was that Greater Nevada Credit Union showed up in force and made a commitment to attend on a